

Using Your GR Laptop to Connect to the Office (VPN)

VPN (Virtual Private Network) is a secure way for you to use your GR firm-issued laptop to connect to firm resources, such as locally-saved documents and custom applications. You can use VPN anywhere outside the office with access to a secured Wi-Fi connection.

To begin using VPN, confirm your laptop is connected to a secure wireless network.

- To check your wireless connection, click the wireless button located in the system tray at the bottom right of your laptop.
- You will see a list of available wireless networks; click the one you want, e.g., your home network; provide the password for that network and click **Connect**.



1. Once your laptop is connected to a wireless network, click the **Cisco AnyConnect Secure Mobility Client** icon on your desktop. If you cannot find the icon, click the Search area in the lower-left corner of your computer and begin to type "Cisco." When you see the Cisco AnyConnect Secure Mobility Client icon, click to open it.



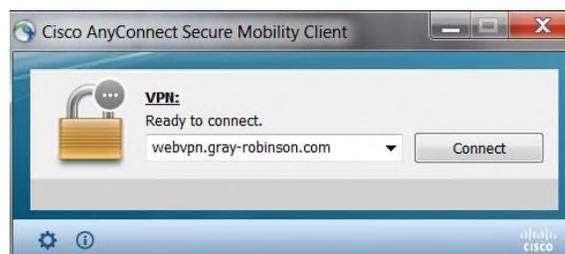
Note: The first time you use VPN, the field may be empty. Type in **webvpn.gray-robinson.com**. This will remain in the field going forward.

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You will see this window.



2. Click **Connect**.

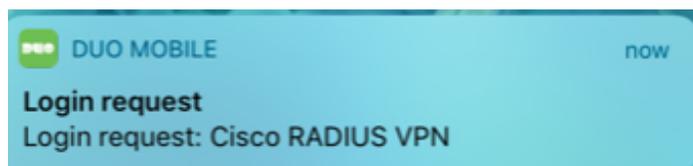


3. Enter your username in the **Username** field. Enter your computer password in the **Password** field. Click **OK**.



4. You will receive a notification on your phone from Duo Mobile.
5. Touch the Login request to open Duo. Click the **Approve** button to complete the login process.

NOTE: Keep your phone close by; click the Approve button as soon as it hits your phone to avoid a time out.



When your computer connects successfully, a confirmation box will appear in the lower right-hand corner of the screen: **Cisco – VPN Connected to webvpn.gray-robinson.com.**

You are free to begin working.